

General Note to Supervisors:

GENTLEMEN,

It is clear that you play the major guiding role in a heeler's education. As your responsibility is great, so accordingly must your authority be uncontested. Therefore as far as I am concerned, what the supe says goes. Please do not accept any guff from any member about how any heeler is to spend his time. Department heads must make the effort of coordinating their heeler plans with your education program. Refer problems in this vein to me.

In the past there has been an attempt to provide the VC with a great deal of information about the progress of the heelers. This has involved day books and forms to be filled out on each man on each shift day. Not very surprisingly, this procedure has not proved practical. I will ask the supervisors to report on each heeler formally only twice - once at mid-comp and again near the end of the six-week heel. Any comments in the interim period are welcome, and may be put in my box or phoned to me at 776-2803.

Heelers are responsible for what you tell them; please require them to make notes on important matters. The shift days outlined here are hypothetical; bring your heelers along as fast as you think they can go. The book is intended only to keep you from skipping anything accidentally.

Quizzes on the shift day are always optional; but if you do give a quiz, please make a note of the results and put it in my box.

There are not too many guys in this heel; your heelers may tend to vanish into the background. Please keep them busy; at least make them feel involved - the best way to accomplish this is to give them continuing responsibilities (filing, logs, etc.) Best of luck, *Pete*